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CENTRAL INTELLIGENCE GROUP

INTELLIGENCE REPORT

122867

COUNTRY Germany (Russian Zone)

DATE: 25X1A6a

SUBJECT Administrative Structure of the FDGB
Executive Headquarters

INFO.

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ORIGIN

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SUPPLEMENT

ATTACHMENT 1

1. Direction of the FDGB:

The direction of the FDGB lies in the hands of the Bund Executive Committee (Bundesvorstand), elected by the FDGB Congress. The Bund Executive Committee holds a meeting at least once every three months.

The Executive Committee elects from its midst the first, second, and third chairmen, as well as the Executive Directorate of seventeen members (which includes the three chairmen).

On a normal schedule, the regular sessions of the Executive Committee take place every three months, on the first Tuesday of the month — and of the Executive Directorate on the second Monday. All topics for discussion which the headquarters sections desire included on the agenda must be brought, with documents, in three copies, to the attention of the three chairmen (Jendrotzky, Goring, and Kaufmann). The agenda for the meetings is to be announced in advance, and necessary materials will be put at the disposal of every Executive Committee member. The carrying out of the Bund Executive Committee business is done by the Executive Directorate.

2. Internal Organizational Structures:

Secretariat of the Executive Committee

Adolf Kaufmann

- a. Charge of properties
- b. Personnel section
- c. Archives and registry

Headquarters Section 1 — Organization

Rudolf Jager

- a. Statistics

Headquarters Section 2 — Economic Policies

Ernst Zollner

- a. General economic policies
- b. Chamber of artisan production
- c. Chamber of industry and commerce
- d. Statistics
- e. Technology and business economics

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CLASSIFICATION

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Headquarters Section 3 -- Social Policies

Erwin Dunzel

- a. Social insurance and social work
- b. Safety and health measures
- c. Employment; trade training
- d. Self-help; new settlers; P.L.s
- e. Vacation service
- f. Social statistics

Headquarters Section 4 -- Internal Administration

August Reitz

- a. Treasury
- b. Supply
- c. Property administration
- d. House administration
- e. Motor pool
- f. Canteen

Headquarters Section 5 -- Wages and Tariffs

Max Kiefer

Headquarters Section 6 -- Working Laws

Karl Mann

- a. General working legislation
- b. Information on local problems

Headquarters Section 7 -- Shop Councils

Herbert Warnke

Headquarters Section 8 -- Schools and Training

Walter Marchke

- a. Recruiting and training
- b. Utilization of free time and cultural work
- c. Special training; training for talented individuals
- d. General public school and training methods
- e. Film and photograph archives
- f. Band school

Headquarters Section 9 -- Women

Friedel Maltz

- a. Social questions for women
- b. Women's shop commissions

Headquarters Section 10 -- Youth

Ernst Müller

Headquarters Section 11 -- Press and Radio

Fritz Apelt

The following division of work plan among the three chairmen is assumed:

Secretariat of the Executive Committee	All three chairmen
Headquarters Section 1 -- Organization	Jendretzky
Headquarters Section 2 -- Economic Policies	Jendretzky
Headquarters Section 3 -- Social Policies	Goring
Headquarters Section 4 -- Internal Administration	Goring
Headquarters Section 5 -- Wages and Tariff	Jendretzky
Headquarters Section 6 -- Working Laws	Goring
Headquarters Section 7 -- Shop Councils	Goring
Headquarters Section 8 -- Schools and Training	Jendretzky
Headquarters Section 9 -- Women	Goring
Headquarters Section 10 -- Youth	Jendretzky
Headquarters Section 11 -- Press and Radio	Jendretzky

Basic issues and problems of the headquarters sections -- insofar as immediate decisions are to be made and have not previously been made by the Executive

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Committee, and when the attitude of the Executive Directorate cannot be had directly -- are to be handled by the chief of the headquarters section together with the supervising chairman concerned. If there are differences of opinion in the decision, the final decision will be made by the Executive Directorate.

2. Internal Organization:

a. Personnel matters:

The Personnel Section is competent to decide all personnel matters of the Executive Committee of the FDGB. The decision on appointments and dismissals of

- (1) headquarters section chiefs and their deputies, is to be made by the Executive Directorate;
- (2) secretaries, is to be made by the first and second chairmen.

All other appointments are made by the Personnel Section, in liaison with the chief of the Secretariat, who is obliged to keep the chairmen informed of all current developments.

b. Salaries:

Salary limits are established according to directives of the Bund Executive Committee. The establishment of salaries in individual instances can

- (1) for secretaries, be made on the proposal of the chief of the Secretariat in contact with the chief of the headquarters section concerned and the Personnel Section, through the chairmen;
- (2) for other employees, be made on the proposal of the Personnel Section through the chief of the Secretariat, who keeps the chairmen informed of current developments.

c. Incoming and Outgoing Mail:

All incoming and outgoing mail passes through the Registry (Room 264) to be dated and logged. Pertinent mail is laid before the chief of the Secretariat to be passed on to the chairmen or the headquarters section concerned for action.

Important communications (e.g. Central Administrations) must be signed by a chairman and the chief of the headquarters section concerned, and a copy must be given to the Secretariat. Communications with the SMA, the Control Council, are exclusively a matter for the chairmen and must be routed through the Secretariat. In special cases (reports, etc) the headquarters section chief must also initial the correspondence. In correspondence with subordinate units, copies of important communications are to be sent to Land or Central Executive Committees.

d. Circulars:

All circulars or circular letters of the headquarters sections require the approval of the chairmen concerned. They are issued as circulars of the Bund Executive Committee, have a serial number, and generally bear the signature of the headquarters section originating it, and in special cases that of the chairman. Drafts are to be forwarded to the Secretariat for processing and distribution.

e. Notes, Reports, etc.:

Notes are to be prepared of all negotiations with German Administrations, with the SMA, etc., and are to be sent to the Secretariat. In some cases these are used as an information service for the chiefs of headquarters sections and individual union chiefs, etc. Reports, internal memoranda, etc., for the chairmen are to be given to the Secretariat in triplicate (for Jendretzky, Goring and Kaufmann.)

f. Seals.

Seals, which are kept under lock and key, are controlled by:

Jendretzky, Hans	1st Chairman
Goring, Bernhard	2nd Chairman
Kaufmann, Adolf	Secretary

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g. Countersigning of payments:

The following are authorized to sign for funds:

- (1) Jendretzky, Hans
- (2) Goring, Bernhard
- (3) Reitz, August
- (4) Thiemke, Willy

Numbers 1 and 2 sign, or 3 or 4 with addition of 1 or 2. Payments of any kind are made from the treasury only when countersigned by the chief of the headquarters section concerned.

h. Mail and post matters can be authorized only by:

1. Jendretzky, Hans
2. Goring, Bernhard
3. Kaufmann, Adolf
4. Reitz, August
5. Thiemke, Willy

i. Returning of dossiers:

After correspondence on a case has been completed, all the papers are returned to the central registry for filing.

j. Supplies:

The Executive Committee will set up a supply room. Supplies will be granted upon presentation of a requisition, signed by a chief of a headquarters section. Supply keeps records showing how much, and at what cost, has been issued to the various headquarters sections.

k. Duty outside the office:

Signing out and signing in for duty outside the office has to be done with the chief of the headquarters section concerned. Trips out of town must be announced in writing to the chairman and the Secretariat of the Executive Committee. After the return from a trip, a short report is to be submitted, in three copies (for Jendretzky, Goring and Kaufmann.)

l. Travel expenses, etc.:

Travel expenses, etc., can be paid from the treasury only when the correct form has been filled out and countersigned by a chairman, the chief of the Secretariat, or a headquarters section chief.

m. Motor pool:

The direction of the motor pool is the responsibility of the Fahrbereitschaft. It is responsible to Headquarters Section 4, Internal Administration. A log is to be kept of the vehicles, so that at any time the following information can be given:

- (1) how many vehicles are ready for a trip
- (2) how many vehicles need repairs
- (3) location of the vehicles.

An exact list is to be kept of all vehicles on hand, with an indication of to whom they are assigned. Gasoline will be issued by the chief of the Fahrbereitschaft, who is responsible for the distribution to the chief of Headquarters Section 4, Internal Administration. A written report must be submitted monthly to the Secretariat (Jendretzky, Goring and Kaufmann.)

The foregoing was decided in a meeting of the Bund Executive Committee on 19 April 1947.

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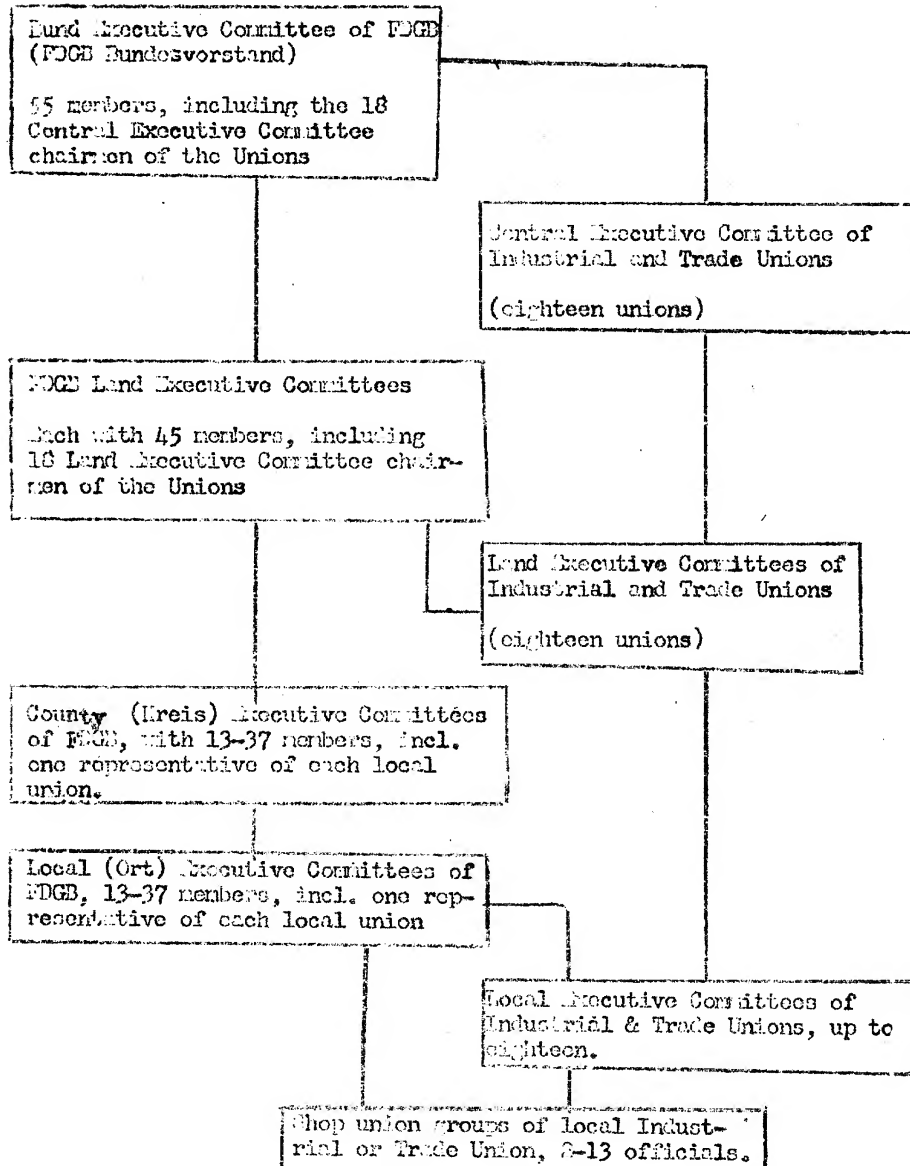
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ATTACHMENT I

Chart of FDGB Administrative Structure~~CONFIDENTIAL~~

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